

EDITED KSA LISTING

CLASS: SENIOR ACCOUNT CLERK

NOTE: Each position within this classification may be required to possess all or some of these knowledge, skills or abilities.

#	Knowledge, Skill, Ability
	Knowledge of:
K1.	Basic knowledge of modern office methods in order to complete basic functions within an accounting environment.
K2.	Accounting supplies and equipment (e.g., ledgers, receipts, checks, ten key calculator, personal computer, typewriter, etc.) in order to perform basic tasks.
K3.	Basic knowledge of Business English and written correspondence in order to communicate with staff, management, inside and outside agencies.
K4.	Basic methods, practices and terminology used in financial and statistical record-keeping in order to compile and provide financial information.
K5.	Basic knowledge of mathematical calculations (add, subtract, multiple, divide, and fractions/percentages) to complete accounting transactions.
K6.	Basic knowledge of CDCR's organizational structure and functionality of the various programs in order to perform accounting tasks in a timely manner.
K7.	Knowledge of accounting control methods (i.e., separation of duties), policies, and procedures in order to perform basic accounting functions.
K8.	Basic knowledge of laws, rules and regulations pertaining to accounting operations in order to maintain compliance.
K9.	Basic knowledge of policies and standards that mandate confidentiality and the security of sensitive information within the department in order to maintain compliance with the Privacy Act and protect CDCR from liability.
K10.	Basic knowledge of security requirements pertaining to safe guarding data processing systems and other state assets in order in order to maintain compliance with the Privacy Act and protect CDCR from liability.
K11.	Basic knowledge of personal computers and software in order to perform daily assignments.
K12.	Basic knowledge of filing systems within CDCR in order to organize alpha/numeric records.
K13.	Basic knowledge of CDCR standard forms used within the accounting in order to meet requirements (control agencies).
K14.	Basic knowledge of accounting procedures (checks and balances) in order to function in an accounting office.

Bold text-indicates not on Classification Spec.

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#	Knowledge, Skill, Ability
K15.	Basic knowledge of receiving and distributing source documents/materials in order to meet day to day processing requirements.

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	Skill to:
S1.	Communicate and understand information at a level required for successful job performance.
S2.	Perform accounting and statistical clerical tasks in order to complete assignments.
S3.	Spell correctly and use good grammar in order to complete accounting reports.
S4.	Make rapid and accurate computations in order to produce complete accounting transactions.
S5.	Work as a "lead person" over others in order to train, assist and provide direction.
S6.	Interpret and apply accounting practices in order to comply with Generally Accepted Accounting Principles.
S7.	Interpret and apply laws, rules and regulations in order to maintain compliance.
S8.	Work in a team environment in order to complete tasks in a productive, efficient, and professional manner.
S9.	Organize and prioritize workload in order to easily locate documents upon request.
S10.	Compile and report data according to established procedures in order to develop financial reports.
S11.	Operate office machines (e.g., fax, copier, calculators, computers, check writer/signer, etc.) in order to perform day-to-day tasks.
S12.	Review and audit documents for accuracy and completeness in order to provide credible financial data.

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	Special Personal Characteristics:
SPC. 1	A demonstrated interest in assuming increasing responsibility.